

ROLE DESCRIPTION

Aboriginal Project Officer

Portfolio	Communities and Justice	
Department	Department of Communities and Justice	
Division/Branch/Unit	Corporate Services / People / Employee Experience and Learning	
Location	Parramatta	
Classification/Grade/Band	Clerk Grade 7/8	
Role Number	TBC	
ANZSCO Code	511112	
PCAT Code	1224349	
Date of Approval	6 May 2025	Ref: HR102
Agency Website	www.dcj.nsw.gov.au	

Please see job notes and/or advertisement for more information on specific role qualification requirements and relevant experience.

Agency overview

The Department of Communities and Justice (DCJ) is the lead agency in the Communities and Justice Portfolio. Communities and Justice aims to achieve a safe, just, and inclusive New South Wales (NSW) by operating an effective legal system; increasing access to social and affordable housing; protecting children and families; addressing domestic and family violence; promoting public safety; reducing reoffending; and supporting community harmony and social cohesion.

DCJ works to enable everyone's right to access justice and help for families through early intervention and inclusion, with benefits for the whole community by providing services that are effective and responsive to community needs.

Primary purpose of the role

The Aboriginal Project Officer performs project management and support activities to contribute to the development and delivery of a range of projects in line with established objectives. This role is committed to improving outcomes for the benefit of Aboriginal and Torres Strait Islander peoples.

Key accountabilities

- Support the implementation of the DCJ Cultural Development and Learning Strategy.
- Partner with the business to deliver best practice Aboriginal Cultural Development and Learning strategies, programs, and advice to support the business in achieving their objectives and deliver on strategic priorities.
- Develop and maintain relationships with the Aboriginal community and key stakeholders both internal and external to successfully deliver programs.
- Provide a range of project management and support services, inclusive of cultural lens, including preparation of reports and briefs, coordinating resources, maintaining project documentation and implementing and monitoring project plans, to ensure project outcomes are achieved on time, on

budget, to quality standards and within agreed scope, ensuring culture remains at the centre and, in line with established agency project management methodology.

- Prepare and maintain project documentation for reporting, monitoring and evaluation purposes to ensure accessibility of quality information and contribute to the achievement of project outcomes.
- Communicate with key stakeholders and coordinate working groups, committees and consultations to facilitate exchange of information and support project completion in line with project plans, cultural sensitivity and cultural understanding.
- Source, collate and compile data and information to identify emerging issues and track and report on project progress against established milestones and deliverables, recognising and acknowledging cultural protocols and sensitivities.
- Undertake research and analysis, identifying trends and preparing project briefs, to support informed decision-making and planning.

Key challenges

- Delivering a range of project management and support services, given tight deadlines, limited resources and the need to manage competing priorities.

Key relationships

Who	Why
Internal	
Manager / Senior Project Officer	<ul style="list-style-type: none"> • Provide advice and contribute to decision making regarding projects and issues. • Escalate issues and propose solutions. • Receive guidance and provide regular updates on projects, issues and priorities.
Project Team	<ul style="list-style-type: none"> • Guide, support, coach and mentor team members. • Support team members and work collaboratively to contribute to achieving team outcomes.
Stakeholders	<ul style="list-style-type: none"> • Develop and maintain effective relationships and open channels of communication. • Exchange information and respond to enquiries.
External	
Stakeholders	<ul style="list-style-type: none"> • Develop and maintain effective relationships and open channels of communication. • Exchange information and respond to enquiries.

Role dimensions

Decision making

The role has autonomy in coordinating and managing their work and makes decisions on matters under their direct control. The Project Officer will need to negotiate tasks and deadlines with senior managers.

The role has discretion in deciding how a task will be conducted, including decisions on who to consult, both within and outside the organisation. The occupant of the role may consult with the Manager/ Senior Project Officer on more complex matters.

Reporting line

The role reports to the Manager/ Senior Project Officer.

Direct reports

Nil.

Budget/Expenditure

Nil.

Key knowledge and experience

The ability to deliver services or programs to support Aboriginal and non-Aboriginal employees through an ongoing transfer of Aboriginal cultural knowledge skills and practice.

Experience liaising directly with Aboriginal people and communities, communicating in a culturally sensitive manner.

Experience in strategic and innovative project management and an excellent understanding of project methodologies, processes and procedures.

Essential requirements

For the nature of the work within DCJ, it is fundamental that the candidate/s have a demonstrated strong understanding of Aboriginal people, lived experience, culture, history, connection and relationship with Aboriginal communities, organisations, ways of working and history.

- This is an identified position and only open to Aboriginal and/or Torres Strait Islander persons (see notes below for further information).

As an Identified role, this role is open only to Aboriginal and/or Torres Strait Islander persons, Australia's First Nations people.

Where a position is identified, an applicant's race is a genuine occupational qualification and authorised by Section 14(d) of the *Anti-Discrimination Act 1977*.

There are two alternatives to confirming your Aboriginality, one of which must be uploaded to be considered for the role as follows. **Either will be accepted:**

Confirmation of Aboriginality form

or

Written confirmation from 2-3 Aboriginal organisations within the community in which you live/work, which addresses the three criteria listed below:

- is of Aboriginal and/or Torres Strait Islander descent, and
- identifies as an Aboriginal and/or Torres Strait Islander person, and
- is accepted as a such by the Aboriginal and/or Torres Strait Islander community.

Appointments are also subject to reference checks. Some roles may also require the following checks/clearances:

- National Criminal History Record Check in accordance with the Disability Inclusion Act 2014

Working with Children Check clearance in accordance with the Child Protection (Working with Children) Act 2012

Capabilities for the role


The [NSW public sector capability framework](#) describes the capabilities (knowledge, skills and abilities) needed to perform a role. There are four main groups of capabilities: personal attributes, relationships, results and business enablers, with a fifth people management group of capabilities for roles with managerial responsibilities. These groups, combined with capabilities drawn from occupation-specific capability sets where relevant, work together to provide an understanding of the capabilities needed for the role.

The capabilities are separated into **focus capabilities** and **complementary capabilities**.

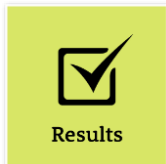
Focus capabilities

Focus capabilities are the capabilities considered the most important for effective performance of the role. These capabilities will be assessed at recruitment.


The focus capabilities for this role are shown below with a brief explanation of what each capability covers and the indicators describing the types of behaviours expected at each level.

FOCUS CAPABILITIES			
Capability group/sets	Capability name	Behavioural indicators	Level
 Personal Attributes	Manage Self Show drive and motivation, an ability to self-reflect and a commitment to learning	<ul style="list-style-type: none"> • Keep up to date with relevant contemporary knowledge and practices • Look for and take advantage of opportunities to learn new skills and develop strengths • Show commitment to achieving challenging goals • Examine and reflect on own performance • Seek and respond positively to constructive feedback and guidance 	Adept

FOCUS CAPABILITIES

Capability group/sets	Capability name	Behavioural indicators	Level
 Relationships	Communicate Effectively Communicate clearly, actively listen to others, and respond with understanding and respect	<ul style="list-style-type: none">• Demonstrate and maintain a high level of personal motivation• Tailor communication to diverse audiences• Clearly explain complex concepts and arguments to individuals and groups• Create opportunities for others to be heard, listen attentively and encourage them to express their views• Share information across teams and units to enable informed decision making• Write fluently in plain English and in a range of styles and formats• Use contemporary communication channels to share information, engage and interact with diverse audiences	Adept
	 Results	Deliver Results Achieve results through the efficient use of resources and a commitment to quality outcomes	<ul style="list-style-type: none">• Use own and others' expertise to achieve outcomes, and take responsibility for delivering intended outcomes• Make sure staff understand expected goals and acknowledge staff success in achieving these• Identify resource needs and ensure goals are achieved within set budgets and deadlines• Use business data to evaluate outcomes and inform continuous improvement• Identify priorities that need to change and ensure the allocation of resources meets new business needs• Ensure that the financial implications of changed priorities are explicit and budgeted for
 Results	Think and Solve Problems Think, analyse and consider the broader context to develop practical solutions	<ul style="list-style-type: none">• Identify the facts and type of data needed to understand a problem or explore an opportunity• Research and analyse information to make recommendations based on relevant evidence	Intermediate

FOCUS CAPABILITIES





Capability group/sets	Capability name	Behavioural indicators	Level
		<ul style="list-style-type: none"> Identify issues that may hinder the completion of tasks and find appropriate solutions Be willing to seek input from others and share own ideas to achieve best outcomes Generate ideas and identify ways to improve systems and processes to meet user needs 	
	Project Management Understand and apply effective planning, coordination and control methods	<ul style="list-style-type: none"> Understand all components of the project management process, including the need to consider change management to realise business benefits Prepare clear project proposals and accurate estimates of required costs and resources Establish performance outcomes and measures for key project goals, and define monitoring, reporting and communication requirements Identify and evaluate risks associated with the project and develop mitigation strategies Identify and consult stakeholders to inform the project strategy Communicate the project's objectives and its expected benefits Monitor the completion of project milestones against goals and take necessary action Evaluate progress and identify improvements to inform future projects 	Adept

Complementary capabilities

Complementary capabilities are also identified from the Capability Framework and relevant occupation-specific capability sets. They are important to identifying performance required for the role and development opportunities.

Note: capabilities listed as 'not essential' for this role is not relevant for recruitment purposes however may be relevant for future career development.

COMPLEMENTARY CAPABILITIES

Capability Group/Sets	Capability Name	Description	Level
 Personal Attributes	Display Resilience and Courage	Be open and honest, prepared to express your views, and willing to accept and commit to change	Intermediate
	Act with Integrity	Be ethical and professional, and uphold and promote the public sector values	Intermediate
	Value Diversity and Inclusion	Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives	Foundational
 Relationships	Commit to Customer Service	Provide customer-focused services in line with public sector and organisational objectives	Intermediate
	Work Collaboratively	Collaborate with others and value their contribution	Intermediate
	Influence and Negotiate	Gain consensus and commitment from others, and resolve issues and conflicts	Intermediate
 Results	Plan and Prioritise	Plan to achieve priority outcomes and respond flexibly to changing circumstances	Foundational
	Demonstrate Accountability	Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines	Intermediate
 Business Enablers	Finance	Understand and apply financial processes to achieve value for money and minimise financial risk	Intermediate
	Technology	Understand and use available technologies to maximise efficiencies and effectiveness	Intermediate
	Procurement and Contract Management	Understand and apply procurement processes to ensure effective purchasing and contract performance	Intermediate